Amendment Number I to the 2015-2016 HCC Bulletin

The following Technical Program has been added:

Business & Office Technology
Business Management Technology

First Year

First Semester		Second Semester	
Micro Comp App...BOT 1133		Bus Accounting.....BOT 1433	
App Business MathBOT 1313		Intro/Marketing.....BOT 1473	
Intro/Bus Manage..BOT 1453		Social Media Man.BOT 1493	
Comm Essen....... BOT 1763		Career Rediness ....BOT 2183	
Info Manage..........BOT 1163		Human Resource...BOT 2233	
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Elec Spreadsheet... BOT 1813		BOT Externship ....BOT 2923	
*Humanities/Fine Arts ……3		*English Comp I .. ENG 1113	
*Social/Behavioral Sci 3		*Public Speaking ...SPT 1113	
**Approved BOT Elec 6		**OR** EngComp II ENG 1123	
Total	15 hrs.	**OR** Soc/Behav Sci Elec....3	
		*College Algebra .MAT 1313	
		OR Nat Sci w/Lab 4	
		Total	12-13 hrs.

**An Advanced Technical Certificate may be earned with
the successful completion of all BOT courses.**

   *This course is not required to receive the Advanced Technical Certificate. This course plus all of the BOT courses above will be required for students seeking the AAS Degree.
   **Approved BOT Electives:
   BOT 1123, BOT 1443, BOT 2133, BOT 2323, BOT 2463, BOT 2723.

   Business Management Technology provides students with a relevant professional management education and effective approaches related to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

BOT 1163 - Information Management and Design - (Prerequisite: Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute time writing, with a maximum of 1 error per minute OR successfully complete BOT 1013)
This course introduces students to the word processing cycle and how word processing is used in the work place. This course is for anyone who needs to prepare their own business documents. Students will use the Microsoft Office Word application to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft Office Certified Application Specialist Exam for Word. Two lectures. Two hours laboratory. Three hours credit.

BOT 1453 - Introduction to Business Management.
Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers**.** Three lectures. Three hours credit.

BOT 1473 - Introduction to Marketing.
This course surveys American and international marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases.   Three lectures. Three hours credit.

BOT 1493 - Social Media Management – (Prerequisite: BOT 1133 - Microcomputer Applications).
This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video-sharing sites, podcasts, widgets, virtual worlds, and more. Three lectures. Three hours credit.

BOT 1763 - Communication Essentials - (Prerequisite: ENG 0114 or higher or appropriate placement score for ENG 0124 or higher).
This course focuses on the skills necessary to be successful and effective in the workplace. In addition to effectively contributing to a team while working with a diverse population, topics include: customer service and business etiquette, understanding human behavior, personal qualities of success, emotional intelligence, communication, workplace etiquette, conflict resolution, self-esteem, and goal setting. Three lectures. Three hours credit.

BOT 2183 - Career Readiness.
This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. This course will also prepare students for the CPAS. Two lectures. Two hours Laboratory. Three hours credit.

BOT 2233 - Human Resource Management.
This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Student will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies.   Three lectures. Three hours credit.

BOT 2923 - BOT Externship and Seminar   - (Prerequisite BOT 2183).
Students will serve as interns with local businesses and will be given meaningful projects, responsibilities, work deadlines, and expectations, very similar to what they would expect as a full-time employee. This capstone course can only be taken in the graduating semester. Two lectures. Two hours laboratory. Three hours credit.

The following Academic Course Descriptions have been updated:

AMR 1112 – Foundations of Officership Lecture & Lab.
Introduction to the personal challenges and competencies which are critical for effective leadership in the Armed Forces. Students will examine the role of leadership, officership, and the Army profession as well as develop life skills such as goal settings, time management, physical fitness, and stress management. The focus is on developing basic knowledge and comprehension of Army leadership dimensions. Includes a leadership lab and physical training One lecture. Two hours laboratory. Two hours credit.

AMR 1122 – Basic Leadership and Lab..
Fundamental leadership and training techniques with exposure to setting direction, map reading, problem-solving, presenting briefs and using effective writing skills. Students will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Considerable attention is also placed on improving physical fitness. Includes a leadership lab and physical training. One lecture. Two hours laboratory. Two hours credit.

AMR 2113 – Individual Leadership Studies Lecture & Lab..
Developing effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training. Two lectures. Two hours laboratory. Three hours credit.

AMR 2123 – Leadership and Teamwork..
An application of leadership skills with an emphasis on: beliefs, values, ethics, counseling techniques, map reading, land navigation, basic first aid, and group interaction. Includes a leadership lab and physical training. Two lectures. Two hours laboratory. Three hours credit.

EDU 1613 – Foundations in Education (Prerequisite: ENG 1123).
Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Includes a minimum of 30 hours field experience. Three lectures. Three hours credit.

I certify the above amendment is true and correct in content and in policy.

Fran Cox

_____   _____March 25, 2015_____
Dr. Fran Cox, Vice President for Academic Programs